



COMMERCIAL CONSTRUCTION PERMIT- Reviewing Agencies and Contact Information INFORMATION BULLETIN NO. 110 - Part B (Revised May 10, 2016)

City Planning & Development – Development Services (CPD-DS) City of Kansas City,
Missouri. www.kcmo.gov/planning
(816) 513-1500

The following information lists the various Departments involved in the review building permit applications. A description of the scope of projects that are reviewed by each Department, and their contact information, are provided below. If you have questions or require additional service, please contact the City Planning Department Permits Division at 816 513-1500 or email planning@kcmo.gov. Please be advised that the estimated plans review turnaround times stated for each Department reflect the maximum time required to complete a first review or a resubmittal review and does not indicate the total time required for approval of the plans. Approval of the plans depends upon the accuracy and completeness of the plans submitted by the owner's design professional in responsible charge.

City Planning and Development Department

City Planning and Development Department - Development Services

Sy Noorbakhsh, C.B.O.

Supervisor of Plans Management

Permits Division, Plans Management Branch

414 E 12th Street, 5th Floor

Kansas City, Missouri 64106

(p) 816 513-1500

(f) 816 513-1457

sy.noorbakhsh@kcmo.org

The applicant will be informed immediately if the plans are incomplete and will be informed of the minimum information required to allow the plans to be accepted for review. The applicant will also be informed if additional sets of plans will expedite plans review by allowing all applicable City departments to begin review immediately.

Building Plans Review

Gary Marker, R.A., Division Manager of Plans Review

City Planning and Development – Development Services

5th Floor, City Hall

414 E 12th St.

Kansas City, MO 64106

(p) 816 513-1493

(f) 816 513-1485

gary.marker@kcmo.org

Code Questions Line

(816) 513-1511

Description of projects for which review is required:

New buildings; additions; tenant finishes; remodeling; grading; parking lots/site improvements; modifications to electrical, plumbing, mechanical and fire protection systems; elevators, changes in the use or occupancy group classification of a building, communications towers, etc.

Applicable Codes, Standards, and Ordinances:

Kansas City Building & Rehabilitation Code, Chapter 18, Code of Ordinances

The following model codes are adopted as amended by the Kansas City Building & Rehabilitation Code:

International Building Code, 2012 Edition

International Existing Building Code, 2012 Edition (Optional)

International Mechanical Code, 2012 Edition

International Energy Conservation Code, 2012 Edition

International Fuel Gas Code, 2012 Edition

Uniform Plumbing Code, 2012 Edition

National Electrical Code, 2011 Edition

International Residential Code, 2012 Edition

International Private Sewage Disposal Code, 2012 Edition

American National Standards Institute Standards as follows:

ICC/ANSI-A117.1 Providing Accessibility and Usability for Physically Handicapped People, 2009 Edition

[*Note: The project owner and design professional are responsible for compliance to the federal Americans with Disabilities Act (ADA) and Fair Housing Guidelines. Information may be found at <http://www.ada.gov/> and <http://www.access-board.gov/>]*]

ASME A17.1 Safety Code for Elevators and Escalators, 2010 Edition

ASME A17.3 Safety Code for Existing Elevators and Escalators, 2011 Edition

ASME A17.6 Standard for Elevator Suspension, Compensation and Governor Systems, 2010 Edition

ASME A18.1 Safety Standard for Platform Lifts and Stairway Chair Lifts, 2011 Edition

ANSI-A10.4 Safety Requirements for Personnel Hoists, 2007 Edition

National Fire Protection Association Standards as follows (see IBC Chapter 35 for a complete list of adopted NFPA Standards):

NFPA 13 Standard for the Installation of Sprinkler Systems, 2010 Edition

NFPA 14 Standard for the Installation of Standpipe Systems, 2010 Edition

NFPA 13R Standard for the Installation of Sprinkler Systems in Residential Occupancies Up to Four Stories in Height, 2010 Edition

NFPA 72 National Fire Alarm Code, 2010 edition

NFPA 110 Emergency and Standby Power Systems, 2010 edition

Kansas City Zoning and Development Code, Chapter 88, Code of Ordinances

Fences and Walls, Chapter 27, Code of Ordinances

Floodplain Management, Chapter 28, Code of Ordinances

Parking Stations, Chapter 52, Code of Ordinances

Travel Trailers and Mobile Homes, Chapter 72, Code of Ordinances

Estimated Plans Review turnaround time:

90% of commercial buildings and additions reviewed in 4 weeks or less

90% of tenant layout plans and resubmittals reviewed in 2 weeks or less

90% review comment resolution resubmittals reviewed in 1 week or less

Land Development

Brett Cox, P.E., Plans Review Supervisor

City Planning and Development - Land Development Division

5th Floor, City Hall

414 E. 12th St.

Kansas City, MO 64106

(p) 816 513-2509

(f) 816 513-2548

Brett.cox@kcmo.org

Description of projects for which review is required:

New buildings, building additions, parking lots, drive improvements, storm improvements, and sanitary sewer improvements for projects on private property. Private improvements which include modification to public facilities, easements and rights-of-way are also reviewed (*i.e., sidewalk, curb, grading, drive approach, sewer connection; construction and/or reconstruction, etc.*)

Applicable Codes and Ordinances:

Sewers and Sewage Disposal, Chapter 60, Code of Ordinances

Storm Water Management, Chapter 63, Code of Ordinances

Streets, Sidewalks and Public Places, Chapter 64, Code of Ordinances

APWA 5600

Erosion and Sediment Control Specifications, Approved by MDNR November 23, 1992

Estimated Plans Review turnaround time:

90% of submittals reviewed in 4 weeks or less.

90% of resubmittals reviewed in 2 weeks or less.

90% review comment resolution resubmittals reviewed in 1 week or less

Related permits issued:

- Land Disturbance Permit for disturbed areas of one (1) acre or more. (SEC 8 Type)
- Drive approach, public sidewalk, curb and gutter permits. (SEC 1 Type permits)
- Sanitary sewer connection permits. (SEC 2 where applicable and not covered by a Master Sewer Connection approval)
- Permits for construction of public improvements, except water mains. (SEC 3, 4, 5, 6 and 7 Type)

Arterial Street Impact Fees

Brett Cox, P.E., Impact Fee Administrator

City Planning and Development - Land Development Division

5th Floor, City Hall

414 E. 12th Street

Kansas City, MO 64106

(p) 816 513-2509

(f) 816 513-2548

brett.cox@kcmo.org

Description of projects for which review is required:

New buildings, alterations and additions to residential buildings which increase the number of dwelling units, alterations and additions to nonresidential buildings which increase the floor area, other projects as described in Chapter 39, Arterial Street Impact Fees, Code of Ordinances.

Applicable Codes and Ordinances:

Arterial Street Impact Fees, Chapter 39, Code of Ordinances

Estimated Plans Review turnaround time:

90% of submittals reviewed in 4 weeks or less.

Development Management Division

Diane Binckley, Division Manager

City Planning and Development – Planning Services

15th Floor, City Hall

414 E. 12th St.

Kansas City, MO 64106

(p) 816 513-2874

(f) 816 513-2835

diane.binckley@kcmo.org

Description of projects for which review is required:

New buildings, building additions, tenant finishes involving a change in use, exterior alterations, parking lots, and similar projects in districts within planned (p), or redevelopment districts (UR) and projects which have a special use permit or which have gone through the development plan review process. All projects involving tax increment financing (TIF) are also reviewed by the City Planning and Development Department in coordination with the

Economic Development Corporation of Kansas City, MO, telephone (816) 221-0636. Surface parking lots within the central business district (downtown loop) are also reviewed by the City Development Department according to Chapter 52, Parking Stations.

Applicable Codes and Ordinances:

Kansas City Zoning and Development Code, Chapter 88, Code of Ordinances
Parking Stations, Chapter 52, Code of Ordinance (Central Business District Parking Station Licenses)

Estimated Plans Review turnaround time:

90% of submittals reviewed in 4 weeks or less.
90% of resubmittals reviewed in 2 weeks or less.

Historic Preservation

Brad Wolf, Assistant Administrator
City Planning and Development – Planning, Preservation & Urban Design Division
16th Floor, City Hall
414 E. 12th St.
Kansas City, MO 64106
(p) 816 513-2901
(f) 816 513-2899
bradley.wolf@kcmo.org

Description of projects for which review is required:

Exterior alterations and improvements to properties listed on the Kansas City Register of Historic Places. No building permit for exterior modifications to buildings or sites may be issued for a project listed on the Register without first being issued a Certificate of Appropriateness by the Landmarks Commission.

Applicable Codes and Ordinances:

Landmarks Commission, Division 8, Chapter 2, Administration, Code of Ordinances

Estimated Plans Review turnaround time:

90% of submittals reviewed in 2 weeks or less

Urban Design

John Debauche, Area Planner
City Planning and Development – Planning, Preservation & Urban Design Division
16th Floor, City Hall
414 E. 12th St.
Kansas City, MO 64106
(p) 816 513-2869
(f) 816 513-2835
john.debauche@kcmo.org

Description of projects for which review is required:

New buildings, building additions, parking lots, and similar projects in districts within special review (SR) zoning districts.

Applicable Codes and Ordinances:

Zoning Ordinance, Chapter 88, Code of Ordinance

Estimated Plans Review turnaround time:

90% of submittals reviewed in 2 weeks or less

Department of Aviation

Planning and Engineering

Philip I. Muncy, P.E., Assistant Director of Engineering
Department of Aviation – Planning and Engineering Division
601 Brasilia Avenue
Kansas City, MO 64154-2054
(p) 816 243-3035
(f) 816 243-3071
phil.muncy@kcmo.org

Description of projects for which review is required:

New buildings and additions to buildings on or adjacent to Aviation Department property. New buildings and additions to buildings that exceed the airport height zone limits as established by Chapter 6, Code of Ordinances.

Applicable Codes and Ordinances:

Airports and Aviation, Chapter 6, Code of Ordinances

Estimated Plans Review turnaround time:

90% of submittals completed within 2 weeks or less

Department of Finance

Business License

Cassie Midgyett, Supervisor
Business License Section 1118 Oak Street
Kansas City, MO 64106 (p) 816 513-4929
(f) 816 513-1264
Cassy.Midgyett@kcmo.org

General:

Plans are not routed to the Business License Section; however the applicant is advised to contact this section for information on required business licenses.

Fire Department

Fire Codes

John Hastings, Assistant Fire Marshal
Fire Marshal's Division
635 Woodland Avenue, Suite 2103
Kansas City, MO 64106
(p) (816) 513-4643
(f) 816 513-4689
John.Hastings@kcmo.org

Description of projects for which review is required:

New buildings and building additions. Fire suppression systems, fire alarm systems, emergency generators, and paint spray booths are reviewed for reference only (CPD-DS performs code compliance review).

Applicable Codes and Ordinances:

Fire Prevention and Protection, Chapter 26, Code of Ordinances

International Fire Code, 2012 edition, as adopted by Chapter 26, Fire Prevention and Protection, Code of Ordinances

Estimated Plans Review turnaround time:

90% of submittals reviewed in 2 weeks or less

Related permits issued:

See International Fire Code, 2012 edition, as adopted and amended by Chapter 26, Fire Prevention and Protection, Code of Ordinances.

Health Department

Air Quality

Catherine Reid

Health Department – Air Quality Program

2400 Troost Avenue, Suite 3000

Kansas City, MO 64108

(p) 816 513-6177

(f) 816 513-6290

catherine.reid@kcmo.org

Description of projects for which review is required:

Any new, or modification to an existing, installation with potential annual emissions equal to or greater than de minimis levels for a regulated pollutant. All incinerators are regulated regardless of capacity. Generators with capacity in excess of 185 KW. De minimis levels for regulated pollutants may be found in Section 8-2 of the KCMO Air Quality Control Code.

Particulate matter less than 10 micrometers in mean diameter (PM10), nitrogen oxides (NO_x), sulfur oxides (SO_x), volatile organic compounds (VOC), carbon monoxide (CO), lead (Pb) and hazardous air pollutants (HAP) are all regulated pollutants.

Numerous processes and activities emit regulated pollutants. Painting/cleaning operations, printing plant operations, combustion processes, chemical manufacturing/transfer/storage, grain/aggregate handling, tire retreading, dry cleaning, surface coating, concrete plants, plating shops, asphalt plants and steel manufacturing are examples of activities that may emit regulated pollutants.

Applicable Codes, Standards, and Ordinances:

Air Quality, Chapter 8, Code of Ordinances; MO State Rules (MSR) 10 CSR 10-6.060, 10 CSR 10-6.061, 10 CSR 10-6.062

Estimated Plans Review Turnaround Time:

90% of submittals reviewed for permit applicability in 1 week or less

Related permits issued:

Air quality construction permit: Contact the Air Quality Program for information on permit requirements for a proposed activity and possible exceptions. Processing time depends on the classification of the permit to be issued. Minor source review under sections other than 7 or 8 of 10 CSR 10-6.060, is 90 days after an application submittal is determined to be complete. Major source review is 184 days after a complete application is received.

Food Protection Program

Joe Williamson, Field Supervisor

Health Department – Food Protection Program

2400 Troost Avenue, Suite 3000

Kansas City, MO 64108

(p) 816 513-6187

(f) 816 513-6290

Joe.Williamson@kcmo.org

Description of projects for which review is required:

Construction, conversion or renovation of a food establishment, including restaurants, bars or taverns and institutions (schools, hospitals), remodeling of existing kitchens and other uses involving food preparation for public consumption, including grocery stores, cafeterias and convenience stores.

Applicable Codes and Ordinances:

Food and Food Products, Chapter 30, Code of Ordinances

Health and Sanitation, Chapter 34, Code of Ordinances

Food Code, 1999 Edition, as adopted by the Director of Health

Estimated Plans Review turnaround time:

90% of submittals reviewed in 2 weeks or less.

Related permits issued:

Food Establishment Permit. A complete Food Establishment Permit application should be filed at least 30 days prior to planned opening. A request for a pre-opening inspection should be scheduled at least two weeks prior to the proposed opening of the food establishment. A Health Department Permit will not be issued until the appropriate permit fees are paid and the Health Department approves the food establishment for operation. Please call (816) 513-6315 to schedule a pre-opening inspection.

Community Environmental Health Program

Becky Steiner

Health Department – Community Environmental Health Program

2400 Troost Avenue

Kansas City, MO 64108

(p) (816) 513-6362

(f) 816 513-6290

rebecca.steiner@kcmo.org

Description of projects for which review is required:

Day care centers for children and public water recreational facilities (swimming pools, etc.) other than for single-family dwellings.

Applicable Codes and Ordinances:

Health and Sanitation, Chapter 34, Code of Ordinances

Estimated Plans Review turnaround time:

90% of submittals reviewed in 2 weeks or less.

Related permits issued:

- Operational permits are required for swimming pools, spas, and wading pools. These permits are issued by the Kansas City Health Department, Community Environmental Health Program, telephone (816) 513-6313.
- Childcare facilities providing care for five (5) or more children are licensed by the Missouri Department of Health and Senior Services, Bureau of Child Care Safety and Licensure, telephone (816) 350-5450.

Human Relations Department

Section 3 Program

Sandra Walker, Ph.D., Section 3 Administrator

Human Relations Department - Section 3 Office

1601 East 18th St., Suite 200

Kansas City, MO 64108

(p) 816 513-6809

(f) 816 513-6820

sandra.walker@kcmo.org

General:

Plans are not routed to the Section 3 Office for review, however, the applicant is advised to contact this office for information related to planned or potential HUD sourced City funding (including CDBG, HOPWA, ESG, HOME) of the project and the City's Section 3 Program. Certification of this Checklist by the owner's Design Professional

in Responsible Charge indicates acknowledgement to the City that the owner understands these Section 3 Program obligations apply to the project's entire duration if HUD sourced funding is sought from the City at any point during the construction project.

Neighborhood and Community Service Department

Regulated Industries

Jim Ready, Manager

Neighborhood and Community Service Department - Regulated Industries Division

2635 Woodland, Suite 2101

Kansas City, MO 64106

(p) 816-513-4587

(f) 816-513-4599

Jim.Ready@kcmo.org

General:

Plans are not routed for Regulated Industries review. Establishments planning on selling alcohol, providing a dance floor or adult entertainment must appoint a Missouri-resident Managing Officer and apply for the appropriate liquor license 90 days in advance of their opening day with both the City and the State of Missouri. Application information and fees for the City can be found at

http://www.kcmo.org/neigh.nsf/web/RI_main?opendocument

or call 784-9000. All needed forms and checklist are accessible from the web site.

Parks and Recreation Department

Travis Kiefer

Parks and Recreation Department - Planning Services Division

4600 East 63rd St., 2nd Floor

Kansas City, MO 64130

(p) 816 513-7562

(f) 816 513-7602

travis.kiefer@kcmo.org

Description of projects for which review is required:

New buildings, building additions and parking lots for projects located on boulevards, parkways or adjacent to City parks.

Applicable Codes and Ordinances:

Parks and Recreation, Division 7, Administration, Chapter 2, Code of Ordinances

Estimated Plans Review turnaround time:

90% of submittals reviewed in 2 weeks or less

Related permits issued:

- Drive approach and sidewalk permits in right-of-way.
- Curb replacement permits.
- Street tree planting permits.

Public Works Department

Traffic Operations Center

Maria Stimach

Public Works Department - Traffic Operations Center

5310 Municipal Ave

Kansas City, MO 64120

(p) (816) 513-9889

(f) 816 513-9876

maria.stimach@kcmo.org

Description of projects for which review is required:

All submittals involving the installation of commercial drive approaches in the public right-of-way.

Applicable Codes and Ordinances:

Streets, Sidewalks and Public Places, Chapter 64, Code of Ordinances

Subdivisions, Chapter 66, Code of Ordinances

APWA 5600

Estimated Plans Review Turnaround Time:

90% of submittals reviewed in 2 weeks or less

Related Permits Issued:

- Street and Sidewalk Closure Permits
- Hauling Permits

Water Services Department

Water Service Connections

Carla Haskins, Supervisor of Permit Operations

Water Services Department – Permit Operations

5th Floor, City Hall

414 E. 12th St.

Kansas City, MO 64106

(p) 816 513-2133

(f) 816 513-2140

carla.haskins@kcmo.org

Description of projects for which review is required:

New buildings and building additions or renovations that involve new connections to or disconnects to existing water mains. Plans for 3 and 4 dwelling unit residential buildings are not reviewed by Water Services.

Applicable Codes and Ordinances:

Water Services, Chapter 78, Code of Ordinances; Regulations of the Water Services Department

Estimated Plans Review Turnaround Time:

90% of submittals reviewed in 2 weeks or less.

Water Services Rules and Regulation website: <http://www.kcmo.org/water/>

Related permits issued:

- Water service connection permits
- Backflow preventor permits on water service lines

Water Main Extensions and Relocations

Joseph Calzarano

Water Department

4800 East 63rd St., Room 201

Kansas City, MO 64130

(p) 816 513-0315

(f) 816 513-0288

joseph.calzarano@kcmo.org

Applicable Codes and Ordinances:

Water Services, Chapter 78, Code of Ordinances; Regulations of the Water Services Department, Standards and Specifications for Water Main Extensions and Relocations; and, Procedures for Engineers

General:

Water main extensions shall be submitted separately and directly to the Water Services Department, Engineering Division, for plans review, contract approval and permitting. Building permit plans submittals are routed to the Engineering Division for reference only. Plans should indicate the location of private fire hydrants, water mains, extensions and relocations.

Industrial Waste Division

Aveen Noori Water Department – Oil and Grease Program
1001 Harrison St.
Kansas City, MO 64106
(p) 816 513-0606
(f) 816 513-0615
aveen.noori@kcmo.org

Description of projects for which review is required:

For commercial, industrial, or mixed use residential buildings - new construction, additions, remodeling; changes in the use or occupancy group classification of a building, swimming pools for other than one and two family dwellings. Please contact the Industrial Waste Division for information on requirements and specifications for grease interceptors and sampling manholes for commercial and industrial users.

Applicable Codes and Ordinances:

Sewers and Sewage Disposal, Chapter 60, Code of Ordinances
Uniform Plumbing Code, 2006 Edition

Estimated Plans Review turnaround time:

90% of submittals reviewed in 2 weeks or less.

Related permits issued: Wastewater discharge permit: Processing time 90 days.

Flood Plain Certificates

James Cole
Water Services Department
Stormwater, 2nd Floor
4800 East 63rd Street, Kansas City, MO 64130
P 816.513.0391 M 816.398.9177 F 816.513.0175
james.cole@kcmo.org

Description of projects for which review is required:

All projects where construction or site improvement activity is located in the regulated flood plain.

Applicable Codes and Ordinances:

Floodplain Management, Chapter 28, Code of Ordinances

Estimated Plans Review turnaround time:

90% of applications reviewed in 4 weeks or less

90% of resubmittals reviewed in 2 weeks or less

Flood Control Levee Districts

Department of the Army – Kansas City District, Corps of Engineers

Kathleen E. Lust, P.E., Local Protection Chief
Engineering & Planning Division-Geotechnical Branch
Local Protection Section (Levees and Channels)
8th Floor, Federal Building
601 East 12th St.

Kansas City, MO 64106

(p) 816 983-3612

(f) 816 426-5462

Kansas City, Missouri Levee Committee

Richard Gaskin, P.E., Chairman of the KCMO Levee Committee

East Bottoms Unit - North Kansas City Unit-Airport Section - Central Industrial Unit-Missouri Section

4800 E. 63rd St.

Kansas City, MO 64130

(p) 816 513-0352

(f) 816 513-0366

richard.gaskin@kcmo.org

Birmingham Drainage District

Tedrick Housh

Board of Supervisors, Birmingham Drainage District

Lathrop and Gage

2345 Grand, Suite 2600

Kansas City, MO 64108

(p) 816 460-5642

(f) 842 292-2001

thoush@lathropgage.com

Description of projects for which review is required:

All excavation riverward and within 500 feet landward of the levee centerline, including excavation for building foundations, basements, piers, loading pits, ditches, pipe trenches.

Applicable Codes and Ordinances:

Kansas City Flood Control Project, Operation & Maintenance Manual, latest edition as published by the United States Corps of Engineers.

Estimated Plans Review turnaround time:

90% of submittals completed within 8 weeks.

General:

These agencies are notified of the plans submittal by CPD-DS and agency approval, as applicable, is required prior to issuance of building permits. In all levee districts, the applicant is required to submit 3 sets of plans, specifications and calculations and a cover letter describing the project. The applicant is advised that after completion of the work, 3 sets of as built drawings are to be submitted for approval by the Corps of Engineers.

Related permits issued:

- Section 10 Permit, Rivers and Harbors Act of 1889, regulates any work in, over, or under navigable waters.
- Section 404 Permit, Clean Water Act, regulates the excavation or discharge of dredged or fill materials in all waters.

Missouri Department of Transportation (MODOT)

Maintenance and Traffic Division, District 4 – Kansas City Area

Beth Wright, P.E., District Manager

Missouri Department of Transportation, District 4

600 NE Colbern Rd.

P. O. Box 648002

Lee's Summit, MO 64064-8002

(p) 816 622-0134

(f) 816 622-0699

beth.wright@modot.mo.gov

Toll Free 1-888-ASK-MODOT

General:

Plans are not routed to MODOT by CPD-DS, however MODOT should be contacted when a proposed project is adjacent to state right-of-way. Drive approach locations on state right-of-way must be approved and permitted by MODOT prior to installation.